



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
TENNESSEE NATIONAL GUARD
HOUSTON BARRACKS, P.O. BOX 41502
NASHVILLE, TENNESSEE 37204-1502

JFHQ-HRO

04 August 2004

MEMORANDUM FOR FULL-TIME SUPPORT PERSONNEL (AGR & TECHNICIAN)

SUBJECT: Outside Employment Policy

1. It has been brought to my attention that we have Full-Time Support (FTS) military technicians and AGR personnel who have outside employment without official approval. All outside employment must be approved by the HRO, Col John F. White. This includes self-employment that could interfere with proper discharge of duties.

2. The policy of the Tennessee National Guard is in concert with 5 CFR 2635.803-807, DOD 5500.7-R and Joint Ethics Regulation para 3-306. The policy is:

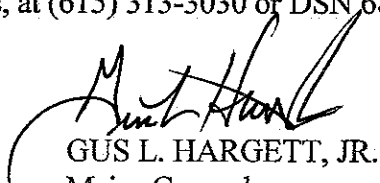
Full-Time Support (FTS) personnel are prohibited from engaging in outside employment and other outside activities not compatible with the full and proper discharge of the duties and responsibilities of their position with the Military Department of Tennessee, and they are prohibited from outside employment without prior approval. Additionally, Federal employees are prohibited from using their position for personal gain involving outside employment.

3. Reasonable effort will be made to approve outside employment when appropriate. Please ensure you obtain approval prior to accepting outside employment. If you already have outside employment, you must request approval immediately. The enclosed form titled "Application And Approval For Off-Duty Employment" will be used for this action. It is the employers responsibility to ensure that current and accurate information is on file in the Human Resources Office.

4. Failure to comply with this requirement could result in your termination as a full-time support person.

5. Questions regarding this policy should be addressed to CPT Holly Payne, Supervisor, Human Resources Specialist-Employee Relations, at (615) 313-3030 or DSN 683-3030.

Encl
as


GUS L. HARGETT, JR.
Major General
The Adjutant General

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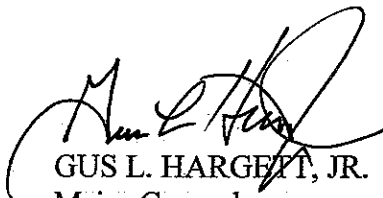
04 August 2006

MEMORANDUM FOR POSITION MANAGEMENT OFFICERS

SUBJECT: Outside Employment Approval

1. In accordance with 5 CFR 2635.803-807, DoD 5500.7-R and Joint Ethics Regulation, para 3-306, the Outside Employment Policy for the Tennessee National Guard is enclosed for widest dissemination to all Full-Time Support (FTS) Military Technician & AGR personnel of the Tennessee National Guard.
2. As a Position Management Officer (PMO), you must ensure that anyone who works in your organization has approval for outside employment. It is your responsibility to provide the HRO a roster with name, rank, position, and outside employer of FTS personnel who have outside employment along with a copy of their written requests for approval NLT 30 September 2006. Reporting of FTS personnel with outside employment is an annual requirement due NLT the close of the Fiscal Year.
3. Reasonable effort will be made to approve outside employment for your FTS personnel when it is in compliance with the stated policy. It is your responsibility to keep the HRO updated on FTS personnel who have outside employment, when changes occur.
4. Please note this policy does not apply to Military Department State employees. They should contact the state personnel office for guidance on this matter.
5. If additional information is needed, please contact Col John F. White, at (615) 313-3010 or DSN 683-3010, or CPT Holly Payne at (615) 313-3030 or DSN 683-3030.

Encl


GUS L. HARGETT, JR.
Major General
The Adjutant General

APPLICATION AND APPROVAL FOR OFF-DUTY EMPLOYMENT

SECTION I APPLICANT DATA AND CERTIFICATION (Completed by Applicant)

LAST NAME, FIRST NAME, MIDDLE INITIAL RANK/GRADE DUTY TITLE

NAME & ADDRESS OF EMPLOYER/COMPANY NAME OF IMMEDIATE SUPERVISOR

POSITION IN OUTSIDE EMPLOYMENT WORK DAYS/HOURS FOR OUTSIDE EMPLOYMENT

SPECIFIC DUTIES AND RESPONSIBILITIES:

I have read and understand the OUTSIDE EMPLOYMENT POLICY FOR THE TENNESSEE NATIONAL GUARD. I also understand that my off-duty employment will not interfere with my full-time duties and that my full-time position has precedence (i.e. – if required to stay late, work extra, etc.).

DATE SIGNED

SIGNATURE OF APPLICANT

SECTION II SUPERVISOR'S RECOMMENDATION

RECOMMEND APPROVAL. I HAVE PERSONALLY INTERVIEWED THE APPLICANT AND I HAVE NO OBJECTION TO THE REQUESTED OFF-DUTY EMPLOYMENT.

RECOMMEND DISAPPROVAL (EXPLAIN).

DATE SIGNED

NAME/GRADE OF SUPERVISOR

SIGNATURE

SECTION III POSITION MANAGEMENT OFFICER (PMO)

APPROVAL REMARKS:

DISAPPROVAL

DATE SIGNED

NAME/GRADE OF PMO

SIGNATURE

SECTION IV APPROVING AUTHORITY ACTION (Completed by DCSHRO)

APPROVED REMARKS:

DISAPPROVED

DATE SIGNED

NAME, GRADE AND TITLE

SIGNATURE